

Martinson

Child Development Center

Parent Handbook

I. Welcome

The Martinson Child Development Center, Inc. (MCDC) is a private, non-profit organization. We are not under the supervision of any public school district.

We are licensed by the State Department of Social Services. Our Center is open from 7:30 a.m. to 6:00 p.m., Monday thru Friday.

We accept children from age 2 ½ to 11 years old. If your child is enrolled in our Center, you may visit his or her classroom by permission of the Director or Assistant Director. When parents visit the school with or without their child to discuss enrollment, the Director will be their hostess and guide.

Our classrooms are co-mingled. We enroll both Subsidized and Non-Subsidized (Full Cost) children. We provide activities for the development of their self, social-emotional, cognitive, motor and perceptual skills.

Thank you for allowing us to join with you in providing a caring, loving, and nurturing environment for your developing child.

II. How to Enroll Your Child

- A. At the time your child enters our Center, he/she must have a completed package for enrollment which includes two emergency cards, a parent emergency form, a parent's physical evaluation form, and a physical examination form filled in by your Doctor. In addition:
 1. Subsidized families must certify within 60 days according to State Regulation. Specific certified to seek employment, to have respite care ordered by a physician, in a training program or referred by protective service by the Department of Social Services, will certify accordingly to the guidelines of the State of California. As you certify, check stubs and Social Security Cards of each parent are needed. After certifying, you will receive a contract stating your gross monthly income, number of persons in the family, hours your child will attend the Center, weekly service fee, and the date the contract expires.
 2. Non-subsidized families [Full Cost] certify only as the child is enrolled. Parents must complete the packet for enrollment and pay the registration fee. New enrollees are required to pay a refundable half month deposit fee to be collected on the first day of enrollment. See Full Cost tuition fee rates.

B. Confidentiality of family information:

The State Department of Education/Office of Child Development Division states:

506 Confidentiality of Information

The use of disclosure of financial or other information maintained in the basic data file concerning enrollees and their families will be limited to purposes directly connected with the administration of the child development program. No other use of this information shall be made without the parents' prior written consent. Parents shall have full access to all information contained in their children's individual basic data files.

III. Policy on Attendance & Absences

A. Parents are encouraged to bring their children regularly and promptly to school in order to receive the maximum benefit from the program. You are welcome to visit the center at any time during operational hours.

B. Parents are required to notify the Center promptly when their child is absent or late. The following are considered excused absences.

1. Parent or Child is ill (state nature of illness)

A doctor's note or a note written by the parent is required before returning to class if a child is absent due to illness for more than 3 consecutive days. Parents must notify the Center immediately if their child has contracted a communicable disease.

2. Child's medical & dental appointments, physical therapy

3. Family emergency: death in family, family illness, court appearance & others at the discretion of the program.

4. Absence found to be in the best interest of the child, such as time spent with a parent or relative as required by a court of law, are limited to ten (10) days per year.

C. MCDC permits a maximum of three unexcused absences per six (6) months. Child development services may be jeopardized if a child accumulates excessive unexcused absences.

D. Children are allowed ten (10) days family vacation per year.

E. Children who are dropped from enrollment will automatically go to the waiting list once parents decide to enroll them back.

IV. How to Sign In and Out Daily

- A. At the time your child arrives each day the person bringing him/her should find the proper page in the Sign-In Book:
1. Enter exact time on the space provided.
 2. Enter full name of person bringing child under Sign-In.
 3. Take the child to the teacher in charge of your child for a health check.
- B. As the child is picked up, find the page where the child's record is and:
1. Enter exact time on the space provided.
 2. Enter full name of person bringing child under Sign-In.
- C. Parents are responsible for indicating the reason for each day the child is absent from the Center. Write the reason and sign your full name on the space and date of absence.

V. **Center Policies**

A. Change of Information Policy

If there is any change in who picks up your child, your emergency people to be called, your home or work phone numbers, your employer, or any change in your family, please change this information in writing with the Center Director.

B. Late Policy

For Subsidized children:

1. The first time a child is picked up at 6:01 or after, a verbal notice shall be given that the child has been picked up in violation of the Center's stated policy on lateness.
2. The second time a child is picked up at 6:01 or after, a written notice shall be given.
3. The third time a child is picked up at 6:01 or after, the child shall be terminated immediately from Martinson Child Development Center. A written letter of not following Martinson's Late Policy will be given. If the parent so desires, the child will be placed on the waiting list for future enrollment.

For Full Cost Children:

1. Late fee is \$1.00 per minute. If a parent picks up a child at 6:01 or after, a late charge of \$1.00 per minute will be charged to their account. Late charges will be included in the monthly tuition bill.

C. Medication Policy:

We do not give any medication internally or externally for prescription or non-prescription drugs at any time or for any reason.

D. Daily Screening:

In order to maintain a healthy condition at the Center, we ask you to please observe your children carefully each day before sending them to school. If your child is ill and unable to attend school, a phone call to the Director or Head Teacher would be appreciated. Children showing any of the following conditions will not be accepted at the Center:

1. A child with an elevated fever
2. A cold that is less than two (2) days old
3. Any child that was sent home the previous day with an elevated fever
4. Discharge in eyes or ears, pink eye
5. Symptoms of scabies, impetigo, or ringworm
6. Lice
7. Children showing signs of chicken pox, mumps, or measles
8. Stomach ache, vomiting, diarrhea
9. Excessive coughing, asthma
10. Ear ache with fever

In case of accidental injury we will make an immediate attempt to contact a parent. If we can't reach you, we will call the child's physician. If necessary, we will also call an ambulance or the paramedics, the Director or Head Teacher, will be in charge and make all decisions about the care of the child.

Your child may be sent home if he has a temperature of 99° or if he/she appears to have symptoms of illness. In such cases, he/she is immediately isolated from the other children and a parent is contacted.

Children who become ill at Martinson Center will not be allowed to return for 24 hours or until illness has ended.

Parents must come themselves or send an authorized person to take your ill child from the Center.

E. Payment of Parent Fees:

All childcare fees are due one month in advance. Fees are paid by the 1st of the month. A fee not paid by the 5th of the month is considered delinquent and will result in your child's enrollment termination.

There will be **no** exceptions

F. Authorization to Pick Up Child:

Children will be released only to the parent who enrolled the child, or a person authorized by that parent. Written revisions will be made once and only with the Directors' approval.

VI. Parent Information

- Please read all supplemental notes and newsletters that we may send from time to time.
- Please feel free to be part of the school, as a supportive member of the parent advisory group and in Board approved fundraisers.
- Think of your child's comfort. Please provide simple clothing that is free of complicated fastenings and with clothing that is washable. Please provide sweaters and jackets during winter months; it is easier to remove an unneeded item than to put on something you don't have.
- Label all clothing to AVOID mix-ups or lost clothes.
- Please send extra clothes for your child. Children will occasionally have toilet accidents or accidentally spill food on their clothing.
- If parents wish to contribute food to the Center, we suggest fresh or canned fruit. DO NOT SEND SUGARY FOODS. Please speak with your child's teacher or the Director for more information.
- Formal Parent Conferences are scheduled twice a year. Please speak directly with your child's teacher if you wish to have a conference at any other time.
- DO NOT SEND TOYS, GUM, OR BALLOONS.
- WE ARE NOT RESPONSIBLE FOR BROKEN, LOST, OR STOLEN PROPERTY.
- If any major disaster, such as fire or earthquake should occur, please come for your child as soon as possible.
- Visiting with teachers is nice, but don't ask a teacher to solve problems while she cares for other children.
- Corporal punishment and other humiliating or frightening techniques are prohibited.
- Punishment must not be associated with food, rest, isolation for illness or toilet training.
- It is our policy to have children sit on a chair for a short time to think, and older children are given written assignments to complete.

VII. Your Child's Development

We strive for a happy school with appropriate experiences that contribute to the physical, social, emotional, and intellectual development of the child.

In the toddler group, they learn social and language skills, self-help skills, develop listening and learning skills, and experience art, music, and movement activities.

In the three-year old group, they have been introduced to numbers, letters, shapes, names, time, and dates of the year. They have developed listening skills and are learning to follow instructions. They participate in group activities and movement activities. They have had experiences with music and art.

In the four-year old group, they have had kindergarten preparation. This has been individualized learning. They can count, know number value, write numbers and letters, write their names, and identify their shapes and dates of the year.

They have science, music, movement, and unit activities - including multi-cultural units.

Our extended day class strives to reinforce public school skills and to strengthen any weak area of elementary age children. During summer months, the Center provides a camp-like program with arts and crafts.

VIII. Staff List

Rosie Limos	Executive Director
Concordia Mapanao	Assistant Director
Alma Khap	4's Teacher
Dina Miao	Assistant Teacher
Pamela Sauer	Teacher Aide
Elsie Natividad	Teacher Aide
Elena Jimenez	3's Teacher
Salud Toledo	Assistant Teacher
Jeralyn Rodin-Limos	Teacher Aide
Fely Miao	Toddler Teacher
Margarita Casica	Teacher Aide
Choling Chow	After School Teacher
Rosemarie Allen	Secretary/Bookkeeper
Marilyn Macabugao	Assistant Bookkeeper
Wilfredo Mapanao	Custodian

All staff members are experienced in child growth and development and remain alert to the ever-changing needs of today's families.Â Many staff members attend local meetings and workshops to acquire skills that will enrich our program.Â Most staff are members of the National Association for the Education of Young

Children. The Director is a member of, and active in, Associated Child Care Agencies of Santa Clara County, California Child Development Administrators Association, and the Association of United Way Agencies.

All teachers are credentialed by the State of California.

IX. Daily Schedules:

	Toddler's and 3's	4's
7:30 - 8:00	Indoor Activities	
8:00 - 8:30	Breakfast Time	
8:30 - 9:00	Indoor Activities	
9:00 - 9:20	Circle Time (Greeting Song, Attendance and Health Check, Calendar and Weather Review, Action Songs)	
9:20 - 10:00	Art/Table Time	
10:00 - 10:40	Playground Activities	Indoor Activities
10:40 - 11:20	Indoor Activities	Playground Activities
11:20 - 11:30	Hand Washing and Getting Ready for Lunch	
11:30 - 12:00	Lunch Time	
12:00 - 12:20	Clean Up, Brush Teeth/Bathroom Activities	
12:20 - 12:40	Indoor Activities	
12:40 - 1:00	Story Time	
1:00 - 2:00	Nap Time	
2:00 - 2:30	Snack Time	
2:30 - 3:00	Afternoon Circle (Rhyme and Music Time)	
3:00 - 3:30	Table Work	
3:30 - 3:45	Indoor Activities	
3:45 - 4:30	Playground Activities	
4:30 - 5:00	Final Circle Time	
5:00 - 5:30	Indoor Activities	
5:30 - 6:00	Free Play/Bye bye!!!	

X. Nondiscrimination

The program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, or mental or physical disability, in determining which children are served. The program welcomes the enrollment of children with disabilities. It understands the

requirement of the Americans with Disabilities (ADA) to make reasonable accommodations for such children and implements these accommodations.

XI. Practices

The Center refrains from practicing religion or religious instructions.

XII. Photo Release

Parents that give us permission to use their child's picture for legislative, fund-raising and any other activity we wish.

XIII. Change of Information

If there is any change in who picks up your child, your emergency people to be called, your home or work phone numbers, your employer, or any change in your family, please notify the Center at (408) 988-8296 between 9:30 a.m. and 3:30 p.m., Monday thru Friday or see the director.

XIV. Lost Clothes

The Center shall not be responsible for lost, stolen, or broken property, clothes or toys. Please label your child's clothes before entering the Center.

XV. Willful Interference

Parents or their designees shall conduct themselves in a responsible manner during their child's enrollment at this Center. Any act of violence, use of abusive language, or irresponsible behavior towards another parent, child or staff member by a parent or designees, shall result in immediate enrollment termination.

XVI. Martinson's Child Care Definition of a Potty Trained Child

(For the 3's and 4's class)

1. Child can identify feelings of having the need to use the bathroom.
2. Child can communicate, to any teacher near him/her, that they need to use the bathroom.
3. Child should be able to pull his/her clothing up and down to use the bathroom. They may need help with snaps or buttons.
4. They should be able to wipe themselves.
5. No excessive accidents after the first day. (Center discretion)
6. Does not need to be reminded consistently.
7. Child does not wear diapers at home or sleeping.
8. Child does not need to sit on toilet for a while before they are ready to have a bowel movement. (Center discretion)

XVII. Adjustment Period

Accordance with California Administrative Code [Title 22, Division 2 (Page 600, Article 3, 31221 #B3 A & B)]

Your child will have thirty (30) calendar day adjustment period. He/she must be able to respond to the classroom environment without extra time or training from the teachers. If your child cannot adjust during this 30 day period or at anytime thereafter, you will be given ten (10) days to seek other child care. The 30 Day calendar period will start from the first day of attendance.

Your child will be immediately terminated if his/her behavior deems it necessary. Immediate termination will be at the discretion of the Centers Director.

XVIII. Authorizations

The Center will not accept oral revisions concerning parent authorizations. The Center will accept written revisions only, and to be made directly to the Director. Revisions will be allowed only once during a child's enrollment. Abuse of this policy will result in immediate enrollment termination by the Director.

Martinson Child Development Center

Mailing Address: P.O. Box 1030, Alviso, California 95002

Street Address: 1350 Hope Drive, Santa Clara, California 95054

Phone: 408.988.8296

Email: director@martinsoncdc.org

Web: <http://www.martinsoncdc.org>